



BSO Tutorial for Tax Year 2004

Create Forms W-2 Online

Contains the following lessons:

- [Create Forms W-2 Online](#)
- [Resume the Creation of Unsubmitted Form W-2s](#)
- [Download Submitted W-2s](#)

Lesson 1: Create Forms W-2 Online

Follow the instructions below to create up to 20 Forms W-2 online.

Step 1: Point your browser to the Business Services Online Welcome page:
www.socialsecurity.gov/bsowelcome.htm.

Step 2: Select the **Login** link on the Business Services Online Welcome page. The system displays the General Login Attestation page.



General Login Attestation

User Certification for SSA Business Services Online

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I certify that:

- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my PIN.
- I am aware that any person who knowingly and willingly makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am the individual authorized to do business under this PIN.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Step 3: Select the **I Accept** button (located at the bottom of the page) after reading the conditions defined on the General Login Attestation page. The system displays the Business Services Online Login page.



 Social Security Online
Business Services Online
Social Security's Business Services Online (BSO)

☒ BSO Help

Business Services Online Login

Type your Personal Identification Number (PIN) and password, then select Login.

PIN: Password:


[Select this link if you forgot your password.](#)
[Select this link if you need to complete your phone registration.](#)

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

Step 4: Enter your PIN and password.

Step 5: Select the **Login** button. The system displays the BSO Home Page. (To return to the Business Services Online Welcome page, select the **Cancel** button.)

Step 6: Select the **Enter Forms W-2 for Tax Year 2004** link.

 [Enter Forms W-2 for Tax Year 2004](#)
Create, print, and submit your Forms W-2 and Form W-3 for Tax Year 2004. Twenty (20) reports can be entered at one time.

The system displays the Wage Reporting Attestation page.



Wage Reporting Attestation

User Certification for Wage Reporting via the SSA Business Services Online

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I certify that I am the individual authorized to conduct business under this PIN and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Step 7: Select the **I Accept** button after reading the conditions defined on the Wage Reporting Attestation page. The system displays the W-2 Online Information for Tax Year 2004 page.



Social SecurityOnline

Business Services Online

W-2 Online Help

W-2 Online Information for Tax Year 2004

W-2 Online lets you create, print, and submit up to 20 Forms W-2 to the Social Security Administration. You may not use W-2 Online if any of the restrictions below apply to you.

Note: W-2 Online does not contain any Test features. Please do not submit any data you do not want processed by the Social Security Administration.

Data entered in boxes 15 through 20 on the Form W-2 will not be shown on the Form W-3. However, this data will be displayed on individual W-2s when printed. State data submitted to the Social Security Administration will not be furnished to the State.

You will need **Adobe Acrobat Reader** (version 5.0 is recommended) to print your Form W-3 and Forms W-2. [Follow this link](#) to go to Adobe's free download page.

BEFORE CONTINUING, YOU MUST:

- Read all restrictions carefully.
- Verify your registration information.
- Specify whether you are filing for yourself or another company.

When you have finished, select the **Continue** button at the bottom of this page.

The following RESTRICTIONS apply to all W-2 Reports:

- Third-party sick pay recap forms may not be filed using Forms W-2.
- Agent Indicator Codes may not be filed using Forms W-2.
- Wage reports for employers in the Marshall Islands, Palau, and the Federated States of Micronesia may not be filed using Forms W-2. Employers should complete Internal Revenue Service Form 1120.
- Self-employed income recipients who are not paid wages by a church or religious organization should not file Forms W-2.

Note: Self-employment income and applicable taxes must be reported on the Internal Revenue Service Form Schedule SE, as required by the Internal Revenue Service. If you have questions on self-employment income and tax reporting, visit the Internal Revenue Service at www.irs.gov or call 1-800-829-1040. For TDD/TTY call 1-800-829-4059.

The following RESTRICTIONS apply only to W-2 Online:

- Do NOT use W-2 Online if you are attempting to file Forms W-2c.
- Do NOT use W-2 Online if you are filing for a tax year other than 2004.
- Do NOT use W-2 Online if you are filing for wages earned in American Samoa, Guam, Puerto Rico, the Northern Mariana Islands, or the Virgin Islands.
- Do NOT use W-2 Online if you are filing for United States military wages or using a military Employer Identification Number (EIN).
- You may enter up to 20 Forms W-2 per Form W-3 using this system.

REGISTRATION INFORMATION

You provided the following contact information when you registered to use Business Services Online. This information will be saved with your annual wage report so that we can contact you if questions arise. Please check to be sure this information is correct.

Your Company's Name: **ACME ASSOCIATES**
 Your Company's EIN: **99-9999999**
 Your Name: **JANE DOE**
 Your Address: **123 ANYWHERE STREET**
ANYTOWN, ST 99999
 Your Phone: **123-555-0100**
 Your Extension (optional): **<Not Specified>**
 Your Fax (optional): **<Not Specified>**
 Your E-Mail Address (optional): **<Not Specified>**

If the above registration information is no longer accurate, please [follow this link](#) to log out and update it.

If you need assistance with the information requested on either the Form W-2 or Form W-3, please visit the Internal Revenue Service website at www.irs.gov or call 1-800-829-4933. For TDD/TTY call 1-800-829-4059.

FOR WHOM ARE YOU FILING?

Please choose one of the following options:

- ☐ I am filing Forms W-2 for my company's employees.
☐ I am filing Forms W-2 for another company's employees.

Options	
Continue	Continue with W-2 Online. Read Privacy Act and Paperwork Reduction Act Notice.
Cancel	Abandon your changes and return to the BSO Home Page.

Privacy Act and Paperwork Reduction Act Notice.
 We ask for the information on Forms W-2 and W-3 to carry out the Internal Revenue laws of the United States. We need it to figure and collect the right amount of tax. Section 6051 and its regulations require you to furnish wage and tax statements to employees and to the Social Security Administration. Section 6109 requires you to provide your employer identification number. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia for use in administering their tax law. If you fail to provide this information in a timely manner, you may be subject to penalties.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file these forms will vary depending on individual circumstances. The estimated average times are: Form W-2 -- 30 minutes, and Form W-3 -- 29 minutes.

**NOTE**

If you have any existing unsubmitted reports, the system displays the W-2 Online Unsubmitted Reports for Tax Year 2004 page. For TY 2004, you may have a maximum of five unsubmitted reports at one time. If there are four or fewer reports, you may continue without submitting the existing reports by

selecting the **Start a New Report** button. Refer to [Lesson 2: Resume Unsubmitted W-2s](#) for more information. If you have the maximum of five unsubmitted reports, you must first submit an existing report before starting a new one.

Step 8: Select the appropriate response for the **FOR WHOM ARE YOU FILING?** section after reviewing the Registration Information.



*The **FOR WHOM ARE YOU FILING?** radio buttons are not available for self-employed users.*

Step 9: Select the **Continue** button after reviewing the Privacy Act and Paperwork Reduction Act notice. The system displays the W-2 Online Employer Data for Tax Year 2004 page. (To return to the BSO Home Page, select the **Cancel** button.)



Social Security Online Business Services Online

[W-2 Online Help](#)

W-2 Online Employer Data for Tax Year 2004

Please fill in your information below:

Fields marked with an asterisk (*) MUST be completed.	
Employer's Information	
Employer Identification Number (EIN) *	<input type="text" value="99-9999999"/>
Employer's Name *	<input type="text"/>
Employer's Address	
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City *	<input type="text"/>
Please enter a U.S. Domestic Address OR a Foreign Address	
Country *	<input type="text" value="United States"/>
State Abbreviation (for U.S.) / Province *	<input type="text"/>
Zip / Postal Code *	<input type="text"/>
Zip Ext: (U.S. Only)	<input type="text"/>
Other EIN used this year:	<input type="text"/>
Please select Kind of Payer *	<input type="radio"/> 941 (Regular) <input type="radio"/> 943 (Agriculture) (Note: Military payers cannot file using this service) <input type="radio"/> CT-1 (Railroad) <input type="radio"/> Hshld. emp. <input type="radio"/> Medicare govt. emp. (For Government EINs ONLY!)
Warning! Be sure to select the appropriate <i>Kind of Payer</i> . You will not be given an opportunity to change your selection later.	
<input type="checkbox"/> Third-party sick pay	
Establishment Number:	<input type="text"/>
W3 Control Number:	<input type="text"/>
Contact Person	
Name *	<input type="text" value="JANE DOE"/>
E-mail Address:	<input type="text"/>
Telephone Number:	<input type="text" value="123-555-0100"/> (Contact Person) Ext: <input type="text"/>
Fax Number:	<input type="text"/>
Options	
<input type="button" value="Continue"/>	Save your entries and begin creating W-2s.
<input type="button" value="Cancel"/>	Abandon your entries and return to the BSO Home Page.

Step 10: Enter your employer information.



All fields marked with an asterisk () must be completed.*

Step 11: Select the **Continue** button. The system displays the W-2 Online Form W-2 for Tax Year 2004 page. (To return to the BSO Home Page, select the **Cancel** button.)



Social Security Online Business Services Online



W-2 Status:
You are currently working on W-2 number 1.

W-2 Online Form W-2 for Tax Year 2004

Fields marked with an asterisk (*) MUST be completed.		
a Control Number <input type="text"/>		For Official Use Only OMB No. 1545-0008
b Employer Identification Number 99-9999999	1 Wages, tips, other compensation \$ <input type="text"/>	2 Federal Income Tax withheld \$ <input type="text"/>
c Employer's Name, Address, and ZIP code JANE DOE 123 ANYWHERE STREET ANYTOWN, ST 99999	3 Social security wages \$ <input type="text"/>	4 Social security tax withheld \$ <input type="text"/>
	5 Medicare wages and tips \$ <input type="text"/>	6 Medicare tax withheld \$ <input type="text"/>
	7 Social security tips \$ <input type="text"/>	8 Allocated tips \$ <input type="text"/>
d Employee's Social Security Number * <input type="text"/>	9 Advance EIC payment \$ <input type="text"/>	10 Dependant care benefits \$ <input type="text"/>
e Employee's First Name, Middle Initial, Last Name and Suffix First: * <input type="text"/> Middle: <input type="text"/> Last: * <input type="text"/> Suffix: <input type="text"/>	11 Nonqualified plans: Section 457 distributions or contributions \$ <input type="text"/> Not Section 457 distributions or contributions \$ <input type="text"/>	12a Code: <input type="text"/> \$ <input type="text"/>

f Employee's Address Address Line 1: <input type="text"/> Address Line 2: <input type="text"/> City: * <input type="text"/> U.S. Address OR a Foreign Address Country: <input type="text" value="United States"/> State / Province: <input type="text"/> Zip / Postal <input type="text"/> Zip Ext (U.S. Only): <input type="text"/> Code: * <input type="text"/>		13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick-pay <input type="checkbox"/>		12b Code: <input type="text"/> \$ <input type="text"/>	
		14 Other Description <input type="text"/> Amount \$ <input type="text"/>		12c Code: <input type="text"/> \$ <input type="text"/>	
		Description <input type="text"/> Amount \$ <input type="text"/>		12d Code: <input type="text"/> \$ <input type="text"/>	
15 Employer's State ID number <input type="text"/> <input type="text"/>		16 State wages, tips, etc. \$ <input type="text"/>		17 State income tax \$ <input type="text"/>	
		18 Local wages, tips, etc. \$ <input type="text"/>		19 Local income tax \$ <input type="text"/>	
				20 Locality name <input type="text"/>	

Options	
New W-2	Keep this W-2 and create another W-2.
Done	Keep this W-2 and review a list of W-2s you have entered.
Cancel	Abandon this W-2 and review a list of W-2s you have entered.

Step 12: Enter the W-2 data in the appropriate boxes.

Step 13: Select **New W-2** to save this W-2 information and create another W-2. Select the **Done** button to save this W-2 information and proceed to the W-2 Online Data Review for Tax Year 2004 page. Select the **Cancel** button to delete entries made to this W-2.



You can enter a maximum of 20 W-2s per report. When entering your 20th W-2, the system will no longer display the New W-2 button.

Step 14: After you select New W-2 or Done, you may receive an alert. If so, you will need to review your data and make any corrections or select an override response for each alert. Then, select **Done** or **New W-2** to proceed to the W-2 Online Data Review for Tax Year 2004 page.



☒ W-2 Online Help

W-2 Online Data Review for Tax Year 2004

This wage report is being prepared for:

EIN: 99-9999999

JANE DOE
123 ANYWHERE STREET
ANYTOWN, ST 99999

#	SSN	Name	Options	
1.	123-45-6789	JON Q. PUBLIC	View / Edit #1	Delete #1

Options	
New W-2	Create another W-2.
Edit Employer Info	Change the employer information you entered.
Go to W-3	View your Form W-3 totals. From here you can submit your wage report, print your wage report, or return to the W-2 Online Data Review page.
Save and Quit	Exit W-2 Online without finalizing your annual wage report. Your employer information and Forms W-2 will be saved until 12/10/2004. <i>Note: This is not an extension of the filing deadline.</i>
Quit and Delete	Exit W-2 Online without saving any data entered. This will DELETE your entire report, including your employer information and Forms W-2 from this session. This includes any previously unsubmitted W-2 Online reports.

Step 15: Select the **View/Edit** button next to the appropriate record to view or edit the W-2 data. If you want to delete the W-2 data, select the **Delete** button next to the appropriate record.

Step 16: Select one of the following options: **New W-2**, **Edit Employer Info**, **Go to W-3**, **Save and Quit**, or **Quit and Delete**.

Step 17: Select the **Go to W-3** button to review your W-3 wage data. The system displays your W-2 Online Form W-3 for Tax Year 2004 for your review.



Social Security Online Business Services Online

[W-2 Online Help](#)

W-2 Online Form W-3 for Tax Year 2004

a Control Number		For Official Use Only OMB No. 1545-0008	
b Kind of payer 941 - Regular		1 Wages, tips, other compensation \$15,000.00	2 Federal income tax withheld \$150.00
		3 Social security wages \$3,455.00	4 Social security tax withheld \$213.00
c Total number of Forms W-2 1	d Establishment number	5 Medicare wages and tips \$10,000.00	6 Medicare tax withheld \$0.00
e Employer identification number 99-9999999		7 Social security tips \$5,000.00	8 Allocated tips \$0.00
Employer's name, address, and ZIP code JANE DOE 123 ANYWHERE STREET ANYTOWN, ST 99999		9 Advance EIC payment \$0.00	10 Dependent care benefits \$0.00
		11 Nonqualified plans \$0.00	12 Deferred Compensation \$0.00
		13 For third-party sick pay use only	
		14 Income tax withheld by payer of third-party sick pay \$ <input type="text"/>	
h Other EIN used this year			
15 State Employer's state ID number 1		16 State wages, tips, etc. \$ <input type="text"/>	17 State income tax \$ <input type="text"/>
		18 Local wages, tips, etc. \$ <input type="text"/>	19 Local income tax \$ <input type="text"/>
Contact person JAN PUBLIC		Telephone number 123-555-0102	
E-mail Address		Fax Number	

Options

Under penalties of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete. By Selecting the "Submit Wage Report" button below, I affirm that the above statement is true and wish to submit my annual wage report to Social Security Administration now.

Submit this Tax Year 2004 wage report to the Social Security Administration.

Your Form W-3 must reconcile with the Forms 941, 943, or Schedule H that you filed with the Internal Revenue Service.

Note: You will be given an opportunity to download a data file needed to print your Form W-3 and Forms W-2.

No test feature is provided for W-2 Online. Selecting this button will cause your data to be submitted.

Print your unsubmitted Tax Year 2004 wage report.

Note: Selecting this option will not submit your wage report to the Social Security Administration.

Return to the W-2 Online Data Review Page to review and/or edit your wage report.

Step 18: Select one of the following options on the W-2c Online Form W-3c:

Submit Wage Report button to submit your wage information. Go to [Step 19](#) for more information.

Print Wage Report button to print or preview your wage report prior to submitting it to SSA. Go to [Step 23](#) for more information.

Return to W-2 Online Data Review Page button to edit your data. Go to [Step 28](#) for more information.

Step 19: Select the **Submit Wage Report** button on the W-2 Online Form W-3 for Tax Year 2004 page. The system submits your W-2/W-3 wage data and displays the W-2 Online Receipt Acknowledgement for Tax Year 2004 page along with the print pop-up window. Select the **OK** button to print the W-2 Online Receipt Acknowledgment page.



Otherwise, select the **Cancel** button to close the pop-up window.



Social Security Online Business Services Online

[W-2 Online Help](#)

W-2 Online Receipt Acknowledgment for Tax Year 2004

Date: 11-Sep-04 Time: 10:23 AM Eastern Time

**Your Annual Wage Report has been submitted to the Social Security Administration.
Please do not send us paper forms.**

This annual wage report was submitted for:

Employer Name: JANE DOE

EIN: 999999999

Your Wage File Identifier (WFID) is KUL418.

The WFID is a number associated to your submission for tracking purposes. You can check on the status of your submission by selecting

View Submission Status / Errors / Notice Information on the BSO Home Page and looking for this WFID.

IMPORTANT! Do the following before proceeding:

1. Use your browser menu to save or print this acknowledgment of receipt for your records.
2. Right-click on the file link below (or tab to it and press Shift + F10) and select *Save As* to download your W-2 / W-3 file. Depending on your computer's configuration, this download could take 5 minutes or longer. You will need Adobe Acrobat Reader to print your Forms W-2 and Form W-3. Acrobat Reader version 5.0 is recommended. If this software is not installed on your computer, [follow this link](#) to download it from Adobe's free download page. Note: You can also open the file in Acrobat Reader from its current location without downloading it. To open the file from its current location, left-click on the WFID (or tab to it and press Enter).

Employers are required by law to keep copies of Forms W-2 and W-3 for 4 years. This file will continue to be available through **10/11/2004** by selecting *Download Submitted W-2s* from the BSO Home Page. After this date, it will be discarded.

[KUL418.pdf](#)

For Employer records only! Do not send this form to the Social Security Administration.

The information contained on this form was submitted to the Social Security Administration on **11-Sep-04**

The Wage File ID (WFID) assigned to this submission is **KUL418**.

[Continue](#)

Step 20: Right-click the file link to save the wage file.

Step 21: Select **Save Target As** option from the browser menu to save the file. (Otherwise, select the Continue button.)



NOTE

Your wage file will be available for you to review under your BSO account until the date displayed on your Receipt Acknowledgement.

Step 22: Select the **Continue** button. The system displays the W-2 Online Thank You page.



Social Security Online
Business Services Online

[W-2 Online Help](#)

W-2 Online Thank You

Thank you for using W-2 Online.

If you have not saved your file, right-click on the filename below (or tab to it and press Shift + F10) and select **Save As** to save your Form W-3 and Form W-2 information on your computer.

[KUL418.pdf](#)

This file will continue to be available through **10/11/2004** by selecting 'Download Submitted W-2s' from the BSO Home Page.

After you have saved your file, [follow this link](#) to download Adobe Acrobat Reader if this software is not already installed on your computer. You will need Adobe Acrobat Reader (version 5.0 is recommended) to print your Form W-3 and Forms W-2.

[BSO Home Page](#)

Step 23: Select the **Print Wage Report** button on the W-2 Online Form W-3 for Tax Year 2004 page to print the wage report. The system displays the W-2 Online Report Print page.



[W-2 Online Help](#)

W-2 Online Report Print

Your annual wage report has NOT been submitted to the Social Security Administration.

You can view, print, or save your Form W-3 and Forms W-2 using Adobe Acrobat Reader (version 5.0 is recommended).

If the above software is already installed on your computer, select the *Print Preview* link below to open it with Acrobat Reader.

[Print Preview](#)

If the above software is not already installed on your computer:

1. Right-click on the *Print Preview* link (or tab to it and press Shift + F10).
2. Select *Save As* to save your Form W-3 and Form W-2 information on your computer.

Depending on your computer's configuration, this download could take 5 minutes or longer. After you have saved your file, [follow this link](#) to download Acrobat Reader from Adobe's free download page.

Options	
<p>Under penalties of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete. By selecting the Submit Wage Report button below, I affirm that the above statement is true and wish to submit my annual wage report to the Social Security Administration now.</p>	
<p>Submit Wage Report</p>	<p>Submit this Tax Year 2004 wage report to the Social Security Administration.</p> <p>Your Form W-3 must reconcile with the Forms 941, 943, or Schedule H that you filed with the Internal Revenue Service.</p> <p><i>Note: You will be given an opportunity to download a data file needed to print your Form W-3 and Forms W-2.</i></p>
<p>Return to W-3</p>	<p>View your Form W-3 totals.</p> <p>From here you can submit your annual wage report, print your wage report, or return to the W-2 Online Data Review Page.</p>
<p>Return to W-2 Online Data Review Page</p>	<p>Return to the W-2 Online Data Review page to review and/or edit your wage report.</p>
<p>Save & Quit</p>	<p>Exit W-2 Online without finalizing your annual wage report.</p> <p>Your employer information and Forms W-2 will be saved until 12/10/2004.</p> <p><i>Note: This is not an extension of the filing deadline.</i></p>
<p>Quit and Delete</p>	<p>Exit W-2 Online without saving any data entered. This will DELETE your entire report, including your employer information and Forms W-2 from this session. This includes any previously unsubmitted W-2 Online reports.</p>



If you do not have Adobe Acrobat Reader on your computer, you can download it by selecting ["follow this link"](#) near the top of the page.

Step 24: Select the **Print Preview** link. The system displays the compiled Forms W-2 and W-3.

Step 25: Select **File>Print** from the menu bar or select the **Print** icon from the tool bar to print your Forms W-2 and W-3.

Step 26: Select **File>Close** on the menu bar after printing to close the window. The system returns you to the Print Preview page.

Step 27: Select the appropriate button on the Print Preview page. There are options on this page that will allow you to submit your wage file to SSA, return to the W-3 page, return to the W-2 Online Data Review page, save your data, or quit and delete your data.

Step 28: Select the **Return to W-2 Online Data Review Page** button on the W-2 Online Form W-3 for Tax Year 2004 page to edit your W-2 data. The system returns you to the W-2 Online Data Review for Tax Year 2004 page.

Lesson 2: Resume Unsubmitted W-2s

Follow the instructions below to continue working with W-2 Online reports that you have saved but not yet submitted. SSA will delete any saved reports that you do not submit or update within 90 days. All unsubmitted Forms W-2 will be removed on December 31.



You may have up to five saved reports. Each report may contain up to 20 Forms W-2. If you have any unsubmitted reports, the system will automatically display the unsubmitted W-2s upon entering W-2 Online.

NOTE

Step 1: Point your browser to the Business Services Online Welcome page:
www.socialsecurity.gov/bsowelcome.htm.

Step 2: Select the **Login** link on the Business Services Online Welcome page. The system displays the General Login Attestation page.



Social Security Online
Business Services Online

Social Security's Business Services Online (BSO)

General Login Attestation

User Certification for SSA Business Services Online

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I certify that:

- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my PIN.
- I am aware that any person who knowingly and willingly makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am the individual authorized to do business under this PIN.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

I Accept

I DO NOT Accept

Step 3: Select the **I Accept** button after reading the conditions defined on the General Login Attestation page. The system displays the Business Services Online Login page.



The image shows the Social Security Online Business Services Online (BSO) login page. At the top, there is a header with the Social Security Administration logo and the text "Social Security Online Business Services Online" and "Social Security's Business Services Online (BSO)". Below the header, there is a "BSO Help" button. The main heading is "Business Services Online Login". Below this, there is a prompt: "Type your Personal Identification Number (PIN) and password, then select Login." There are two input fields: "PIN:" and "Password:". Below the input fields, there are two links: "Select this link if you forgot your password." and "Select this link if you need to complete your phone registration." There are two buttons: "Login" and "Cancel". At the bottom, there is a text block: "Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778."

[BSO Help](#)

Business Services Online Login

Type your Personal Identification Number (PIN) and password, then select Login.

PIN: Password:

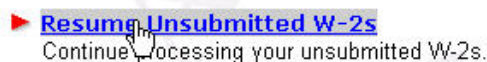
[Select this link if you forgot your password.](#)
[Select this link if you need to complete your phone registration.](#)

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

Step 4: Enter your PIN and password.

Step 5: Select the **Login** button. The system displays the BSO Home Page. (To return to the Business Services Online Welcome page, select the **Cancel** button.)

Step 6: Select the **Resume Unsubmitted W-2s** link.



The image shows a link labeled "Resume Unsubmitted W-2s" with a red arrow pointing to it. Below the link, there is a text block: "Continue processing your unsubmitted W-2s."

[Resume Unsubmitted W-2s](#)
Continue processing your unsubmitted W-2s.

The system displays the Wage Reporting Attestation page.



Social Security Online Business Services Online

Social Security's Business Services Online (BSO)

Wage Reporting Attestation

User Certification for Wage Reporting via the SSA Business Services Online

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I certify that I am the individual authorized to conduct business under this PIN and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Step 7: Select the **I Accept** button after reading the conditions on the Wage Reporting Attestation page. The system displays the W-2 Online Unsubmitted Reports for Tax Year 2004 page.



Social Security Online Business Services Online

W-2 Online Unsubmitted Reports for Tax Year 2004

You have 2 saved reports that you have not yet submitted.

To resume a previous report, select the "View / Edit" button next to the report that you wish to continue editing.

To start a new report, select the *Start a New Report* button below.

Note: Unsubmitted W-2 Online reports are deleted if you do not resume working with them before the purge date.

Unsubmitted Reports

#	Employer Name	EIN	Number of W2s	Save Date	Purge Date	Options
1.	JON Q. PUBLIC	999999999	1	08/18/2004	11/16/2004	<input type="button" value="View / Edit #1"/> <input type="button" value="Delete #1"/>
2.	JAN PUBLIC	999999999	2	09/11/2004	12/10/2004	<input type="button" value="View / Edit #2"/> <input type="button" value="Delete #2"/>

Options

<input type="button" value="Start a New Report"/>	Start a new W-2 Online Wage Report.
<input type="button" value="BSO Home"/>	Return to the BSO Home Page.

Step 8: Select the **View/Edit** button for the specific report to view or modify the report. The system displays the W-2 Online Data Review for Tax Year 2004 page. (To delete the report, select the **Delete** button for the specific report.)



[W-2 Online Help](#)

W-2 Online Data Review for Tax Year 2004

This wage report is being prepared for:

EIN: 99-9999999

JANE DOE
123 ANYWHERE STREET
ANYTOWN, ST 99999

#	SSN	Name	Options	
1.	123-45-6789	JON Q. PUBLIC	View / Edit #1	Delete #1

Options	
New W-2	Create another W-2.
Edit Employer Info	Change the employer information you entered.
Go to W-3	View your Form W-3 totals. From here you can submit your wage report, print your wage report, or return to the W-2 Online Data Review page.
Save and Quit	Exit W-2 Online without finalizing your annual wage report. Your employer information and Forms W-2 will be saved until 12/10/2004. <i>Note: This is not an extension of the filing deadline.</i>
Quit and Delete	Exit W-2 Online without saving any data entered. This will DELETE your entire report, including your employer information and Forms W-2 from this session. This includes any previously unsubmitted W-2 Online reports.

**NOTE**

*The **Start a New Report** button will not be displayed if you have the maximum number of unsubmitted reports (5). You will have to submit a report for the system to display the **Start a New Report** button.*

Step 9: Select the **Go to W-3** button. The system displays the W-2 Online Form W-3 for Tax Year 2004 page. Use the options on this page to submit your wage report, print your wage report, or return to your unsubmitted Form W-2s.


[W-2 Online Help](#)

W-2 Online Form W-3 for Tax Year 2004

a Control Number		For Official Use Only OMB No. 1545-0008	
b Kind of payer 941 - Regular		1 Wages, tips, other compensation \$15,000.00	2 Federal income tax withheld \$150.00
		3 Social security wages \$3,455.00	4 Social security tax withheld \$213.00
c Total number of Forms W-2 1	d Establishment number	5 Medicare wages and tips \$10,000.00	6 Medicare tax withheld \$0.00
e Employer identification number 99-9999999		7 Social security tips \$5,000.00	8 Allocated tips \$0.00
Employer's name, address, and ZIP code JANE DOE 123 ANYWHERE STREET ANYTOWN, ST 99999		9 Advance EIC payment \$0.00	10 Dependent care benefits \$0.00
		11 Nonqualified plans \$0.00	12 Deferred Compensation \$0.00
		13 For third-party sick pay use only	
		14 Income tax withheld by payer of third-party sick pay \$ <input type="text"/>	
h Other EIN used this year			
15 State Employer's state ID number 1		16 State wages, tips, etc. \$ <input type="text"/>	17 State income tax \$ <input type="text"/>
		18 Local wages, tips, etc. \$ <input type="text"/>	19 Local income tax \$ <input type="text"/>
Contact person JAN PUBLIC		Telephone number 123-555-0102	
E-mail Address		Fax Number	

Options

Under penalties of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete. By Selecting the "Submit Wage Report" button below, I affirm that the above statement is true and wish to submit my annual wage report to Social Security Administration now.

Submit this Tax Year 2004 wage report to the Social Security Administration.

Your Form W-3 must reconcile with the Forms 941, 943, or Schedule H that you filed with the Internal Revenue Service.

*Note: You will be given an opportunity to download a data file needed to print your Form W-3 and Forms W-2.
No test feature is provided for W-2 Online. Selecting this button will cause your data to be submitted.*

Print your unsubmitted Tax Year 2004 wage report.

Note: Selecting this option will not submit your wage report to the Social Security Administration.

Return to the W-2 Online Data Review Page to review and/or edit your wage report.

Lesson 3: Download Submitted W-2s

Follow the instructions below to download an Adobe file containing Forms W-2 and W-3 for a W-2 Online report submitted within the last 30 days.



Submitted wage report files are available for 30 days or until December 31, whichever comes first.

NOTE

Step 1: Point your browser to the Business Services Online Welcome page:
www.socialsecurity.gov/bsowelcome.htm.

Step 2: Select the **Login** link on the BSO Welcome page. The system displays the General Login Attestation page.



General Login Attestation

User Certification for SSA Business Services Online

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I certify that:

- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my PIN.
- I am aware that any person who knowingly and willingly makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am the individual authorized to do business under this PIN.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Step 3: Select the **I Accept** button after reading the conditions defined on the General Login Attestation page. The system displays the Business Services Online Login page.

Step 4: Enter your PIN and password.

Step 5: Select the **Login** button. The system displays the BSO Home Page. (To return to the BSO Welcome page, select the **Cancel** button.)

Step 6: Select the **Download Submitted W-2s** link.

► **Download Submitted W-2s**

Download a printable version of your submitted Forms W-2 and Form W-3. This printable version can be saved to your PC. (This feature is only available for Forms W-2 and Form W-3 created with W-2 Online within 30 days of the date of submission).

The system displays the Wage Reporting Attestation page.



Social SecurityOnline Business Services Online

Social Security's Business Services Online (BSO)

Wage Reporting Attestation

User Certification for Wage Reporting via the SSA Business Services Online

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I certify that I am the individual authorized to conduct business under this PIN and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Step 7: Select the **I Accept** button after reading the conditions defined on the Wage Reporting Attestation page. The system displays the W-2 Online Download for Tax Year 2004 page with previously submitted wage statements.



Social SecurityOnline Business Services Online

[W-2 Online Help](#)

W-2 Online Download for Tax Year 2004

Right-click on the WFID (or tab to it and press Shift + F10) and select *Save As* to download your W-2 / W-3 file. Depending on your computer's configuration, this download could take 5 minutes or longer. You will need Adobe Acrobat Reader to print your Forms W-2 and Form W-3. Acrobat Reader version 5.0 is recommended. If this software is not installed on your computer, [follow this link](#) to download it from Adobe's free download page.

Note: You can also open the file in Acrobat Reader from its current location without downloading it. To open the file from its current location, left-click on the WFID (or tab to it and press Enter).

WFID	Date Submitted	Purge Date
KUL418	09/11/2004	10/11/2004
KUL202	08/18/2004	09/17/2004

[BSO Home Page](#)

Step 8: Right-click the WFID link you wish to download.

Step 9: Select the **Save Target As** option from the browser menu to download the file onto your computer.



Adobe Acrobat Reader is required to view your downloaded wage file. If you do not have Adobe Acrobat Reader on your computer, you can download it by pointing your browser to www.adobe.com.

Step 10: Select the **BSO Home Page** link to return to the BSO Home Page.